



## **Minutes of the Regular Board Meeting of Creston Valley Public Library**

Date: June 27, 2017

Present: Eileen Delman (chair), Annette Smithson, Justin Vance, Joan Hedstrom, Karen Unruh, Philip Curran (attended via teleconference).

Regrets:, Kim Garety, Cherine Klassen, Denne Ahlefeld, Laurie Riehl, Jen Comer.

Secretary: Aaron Francis

Call to order: 7:03pm

### **Agenda**

**Motion to adopt amended agenda.** M/S Justin/Annette. Carried.

**Approval of Minutes** of May 30, 2017 meeting.

**Motion to approve minutes.** M/S Karen/Annette. Carried.

### **Business Arising from Minutes**

- None

### **Correspondence**

- Aaron presented a letter from Board Chair Cherine Klassen that indicated that she would resign from the board due to personal obligations effective December 31, 2017. She indicated that her experience on the board has been "an amazing, positive experience, where I have learned so much and enjoyed every minute of it".
- A conveyance letter was received from the Libraries Branch providing information regarding the Per Capita Operating Grant. The amount is based on a per capita calculation and is similar to what was provided in previous years.
- A letter was received from the RDCK providing information regarding the Financial Service Grant. A grant in the amount of \$305,902, has been approved as requested. Aaron will ensure that the required documents are provided to the RDCK in a timely manner.

**Motion to accept correspondence.** M/S Karen/Joan. Carried.

### **Librarian's Report**

- A detailed librarian and statistics report is sent by email each month to the board and other interested parties.
- Aaron distributed posters advertising upcoming family-friendly events at the library.

### **Committee Reports**

#### **Finance**

- Aaron presented the May finance report. Income and expenditures are on track. There were no questions.

#### Labour management

- Aaron, Cherine and Justin held a preliminary meeting to discuss current issues that may arise in future meetings.

#### Policy

- Aaron sent an email to new committee members outlining next steps. A meeting will be arranged in the Fall.

#### Kootenay Library Federation

- Aaron is assisting with the Executive Director Hiring Committee. Some excellent applications have been received. Interviews will be scheduled in the near future. A new ED is expected to be hired in July.

#### Human Resources Committee

- Aaron sent an email to committee members requesting that they review the procedures outlined in the Board Policy Manual. Deadline for comments is June 30. Eileen also requested (by email) input on questions posed to staff for the performance evaluation.

#### Strategic Planning Committee

- Aaron sent an email to new committee members outlining next steps. No meeting is expected until early 2018.

#### Nominations Committee

- No updates

#### Negotiations Committee

Aaron sent an email to new committee members outlining next steps. Aaron indicated that he would prepare information for board members over the summer to assist in the negotiations process.

#### Volunteer and Staff Appreciation Committee

The committee is set to meet on June 30 to outline plans for an appreciation event.

#### Friends of the Library Committee

- Joan attended the Friends of the Library AGM on June 7 on behalf of the board. She was welcomed warmly and reported that the Friends had elected officers for the coming year and held a short regular meeting as well.

**Motion to accept reports.** M/S Annette/Joan. Carried.

#### **Old Business**

- The contractor (Pete Banman) will begin work on the sheds in the next few weeks. He will move the two sheds following completion of the fence if necessary.
- The timeline for the parking lot and fencing work has not yet been received, but is expected shortly. There is expected to be some unavoidable inconvenience for patrons during the work period, but half of the lot will remain available for most of the work period.

#### **New Business**

- Election of Board Chair  
Eileen will send an email to board members asking for expressions of interest in the role. A motion by email during the summer may be made. The issue will be re-visited at the September meeting.

- Signing Authority change required  
Eileen will ask Denne to take over Cherine's role as signer. If she is willing, this will be formalized at the September meeting.

**Motion to adjourn** –Justin, Karen

Meeting adjourned at 7:29pm.

Next meeting: September 26, 7:00pm at the library.

Minutes recorded by Aaron Francis